

# **Disability Network Southwest Michigan**

## **POSITION DESCRIPTION**

### **Position Title**

Nursing Facility Transition/Outreach Specialist  
Southwest Michigan

### **Position Supervisor**

Nursing Facility Transition/Outreach Specialist Team Leader

### **Position General Summary**

This position provides direct service to Medicaid recipients residing in nursing facilities, who desire to live in the community. The Nursing Facility Transition/ Outreach Specialist assesses the needs of customers, creates person-centered plans, assists customers in their move to the community, and provides follow-up services. Outreach on transition services is provided to persons residing in nursing facilities, nursing facility staff, and groups in the community. Advocacy, and information and referral services in the area of long term community supports are services also provided.

### **Essential Responsibilities and Duties**

- Complete Community Transition Assessments with customers interested in exploring the option of transitioning to community-based living.
- Assess customer strengths and needs to determine, with customers, the supports necessary for a successful transition to community living
- Create person-centered plans with customers
- Provide information on community-based resources
- Collaborate with partner agencies to best meet the needs of customers who desire to transition to the community
- Assist customers in their move to the community
- Provide follow-up services to customers who have transitioned
- Promote self-advocacy in customers
- Maintain customer files and complete all documentation required by Disability Network Southwest Michigan and Michigan Department of Health and Human Services (MDHHS)
- Document service provision in electronic databases
- Outreach to nursing facility residents, nursing facility staff, and community groups about transition services and community-based supports
- Participate in local and statewide nursing facility transition services and outreach meetings
- Assist with community presentations and workshops as needed

### **Qualifications**

- Bachelor's degree in a health or human service field such as social work, rehabilitation, occupational therapy, or equivalent experience
- Understanding and commitment to the Independent Living philosophy and disability rights movement
- Must be able to travel to meet with customers, visit nursing facilities, and attend meetings
- Motivated and independent worker
- Excellent written and oral communication skills
- Excellent problem solving and organizational skills
- Excellent interpersonal skills
- Knowledge of community resources and disability issues
- Personal experience with disability is a valuable asset

To apply for this full time position please submit a cover letter and resume to the attention of Mona Khaled at [khaledm@dnswm.org](mailto:khaledm@dnswm.org) or Disability Network Southwest Michigan, 517 East Crosstown Parkway, Kalamazoo, MI. 49001 by July 17.